

Subpart A—Application Processing Guidelines

§ 516.1 Offices of the Office of Thrift Supervision; information and submittals.

(a) The headquarters of the OTS is located at 1700 G Street, NW., Washington, DC 20552. General information concerning the OTS may be obtained in person at that location or by written request to the OTS at the above address.

(b) The Regional Offices of the OTS and their regions are as follows:

(1) Northeast Regional Office, 10 Exchange Place Centre, 18th Floor, Jersey City, New Jersey 07302. (Region: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia.)

(2) Southeast Regional Office, 1475 Peachtree Street, NE., Atlanta, Georgia 30309. (Region: Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, Puerto Rico, South Carolina, the Virgin Islands, Virginia.)

(3) Central Regional Office, 200 West Madison Street, Suite 1300, Chicago, Illinois 60606. (Region: Illinois, Indiana, Kentucky, Michigan, Ohio, Tennessee, Wisconsin.)

(4) Midwest Regional Office, 122 W. John Carpenter Freeway, suite 600, Irving, Texas 75039. (Region: Arkansas, Colorado, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas.)

(5) West Regional Office, 1 Montgomery Street, Suite 400, San Francisco, California 94104. (Region: Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.)

(c) *Filings.* Applications, notices or other filings, as provided for in the OTS's regulations shall be submitted to the appropriate Regional Office, unless specifically noted otherwise in the procedures for a particular filing. The original and two conformed copies shall be filed for each application or notice. All copies should be clearly captioned as to the type of filing and should contain all exhibits and other pertinent documents. Application forms, notice forms and instructions

are available from each Regional Office. Two additional conformed copies shall be filed with the Applications Filing Room, Office of Thrift Supervision, 1700 G Street, NW., Washington, DC, 20552 of any application, notice or other filing that raises a significant issue of law or policy, as defined by OTS order or other OTS guidance. Additional copies, in addition to the three required for every application are required for the following applications:

(1) Merger or branch purchase applications filed pursuant to § 563.22 of this chapter or notices filed pursuant to § 574.3(b) of this chapter involving a merger (including a merger involving an interim association) or applications filed on Form H-(e)3 require four additional copies of the application. The copies should be labeled, respectively, "Department of Justice Copy," "Comptroller Copy," "Federal Reserve Copy," and "FDIC Copy".

(2) Any acquiror filing a notice pursuant to § 574.3(b) of this chapter shall file three additional copies of the notice, and shall label such copies "FDIC Copy," "Comptroller Copy," and "Federal Reserve Copy," respectively. In addition, any acquiror filing a notice pursuant to § 574.3(b) of this chapter with respect to acquisition of a state-chartered association shall file an additional copy of the notice with the OTS labeled "State Supervisor Copy."

(3) In the case of an application filed on Form H-(e)2 (other than an application pursuant to § 574.3(c)(1)(iv) of this chapter), the applicant shall file one additional copy of the application with the OTS and shall label such copy "Department of Justice Copy."

[57 FR 14336, Apr. 20, 1992, as amended at 58 FR 4312, Jan. 14, 1993; 60 FR 66717, Dec. 26, 1995]

§ 516.2 Applications processing guidelines.

(a) *General.* (1) To ensure the timely processing of applications and notices, the OTS hereby sets forth guidelines for the processing of completed applications and notices (hereinafter collectively referred to as "applications") filed with the OTS. This section does not apply to applications or requests related to transactions pursuant to